



Functional Series 100
Agency Organization and Legal Affairs

INTERIM UPDATE 06-02

SUBJECT: Revisions to ADS Chapter 102, Agency Organizations

NEW MATERIAL: This notice announces the revision of ADS 102, Agency Organizations, to incorporate a number of policy changes.

EFFECTIVE DATE: 02/24/2006

ATTACHMENT: [ADS 102](#)

POLICY

USAID/General Notice
M/HR/PPIM
03/02/2006

Subject: Revisions to ADS Chapter 102, Agency Organizations

This notice announces the revision of ADS 102, Agency Organizations to incorporate a number of policy changes. ADS chapter 102 establishes the policy for USAID organizational structures and defines the nomenclature used to identify USAID organization structures and levels. In addition, it defines the policies for establishing and changing these structures.

Changes to the chapter include:

- revised nomenclature describing the different types of missions;
- establishment of supervisory ratio requirements to replace organizational size requirements;
- changes in how master record numbers are created;
- establishment of policy to allow for "training" Deputy Mission Director positions;
- major changes to the process and documentation required for reorganizations; and
- establishment of a webpage for all reorganization documents and the staffing pattern template.

The revised chapter is attached.

Point of Contact: Any questions concerning this Notice may be directed to Deborah Lewis, M/HR/PPIM, (202) 712-0936.

Notice 0305

File Name	Notice Date	Effective Date	Editorial Revision Date	ADS CD No.	Remarks
IU1_0602_030306_nocd	03/02/2006	02/24/2006			This IU will be cancelled once CD 43 is issued.

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